**Department of**

**Memorandum**

**Veterans Affairs**

Date: Wednesday, January 31, 2024

From: EEO Investigator firstname lastname

Subj: EEO Complaint filed by govcdm\_firstname govcdm\_lastname, EEO Case No. govcdm\_name

To: Memorandum for Record

firstname lastname

EEO Investigator

Office of Resolution Management, Diversity and Inclusion